



# CARLTON COUNTY

## SHERIFF'S OFFICE

307 Walnut Avenue • P.O. Box 530 • Carlton, MN 55718

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**KELLY A. LAKE ■ SHERIFF**

### FOR IMMEDIATE RELEASE

**Date of Release:** March 24, 2020

**Time of Release:** 3:15pm

**Nature of Incident:** Sheriff's Office updates in light of COVID-19

**By:** Sheriff Kelly Lake

While we have all been adjusting to different routines in light of COVID-19, I wanted to provide some updates. We appreciate your patience during this time as things will likely continue to evolve until this is over. We have made some adjustments to our operations in an effort to protect our staff and their families, which will also ensure we continue to do our very best to keep our communities and families safe, and provide the quality law enforcement services that you have come to expect from us.

The Sheriff's Office is dedicated to your safety. As usual, we will continue responding to 9-1-1 calls for service and patrolling throughout the County. For non-emergency calls, a deputy will make telephone contact with you to discuss your report and may take the report over the phone rather than respond to your home. We will still respond to emergency calls.

For emergencies or to speak to a law enforcement officer in the County, please continue to call 9-1-1.

The Carlton County Law Enforcement Center, including the COUNTY ATTORNEY'S OFFICE, is closed to the general public. There will be limited access to the Law Enforcement Center via use of the lobby phone. **If you have questions about the below services or operations of the Sheriff's Office, please call and ask 218-384-3236.**

The Sheriff's Office building will be closed to the public, except by appointment. We will not be taking in-person reports at our office until further notice. The Law Enforcement Center does have the lobby telephone that your call will be answered and directed as needed.

**Civil Process**—all civil process can be mailed to P.O. Box 530 Carlton, MN 55718, emailed to [ccso.civil@co.carlton.mn.us](mailto:ccso.civil@co.carlton.mn.us), or faxed to 218-384-9183 and will be processed. District Court will continue to be available for Orders for Protection and Harassment Restraining Orders.

**Permits to Purchase**—Citizens can go to our website for a link to a fillable permit to purchase form. This can be mailed back for processing or scanned and emailed back to [gun.permits@co.carlton.mn.us](mailto:gun.permits@co.carlton.mn.us). If you live within the City limits of Cloquet or Moose Lake, you will need to contact them as your permits to purchase must be processed there.

**ADMINISTRATION**  
**PHONE:** (218) 384-3236  
**FAX:** (218) 384-9183

**COMMUNICATIONS**  
**PHONE:** (218) 384-9520  
**FAX:** (218) 384-9426

**CORRECTIONS**  
**PHONE:** (218) 384-4560  
**FAX:** (218) 384-9185

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**Permits to Carry**—you can mail in your permit application, with proof of training and payment. Your permit will be processed within 30 days and you will be contacted via phone to arrange for pickup. If you have questions regarding this process or general questions related to your permit to carry, contact the Sheriff's Office at 218-384-3236.

### **Jail—218-384-4560**

Effective March 25, 2020, all inmate visiting hours are suspended until further notice.

Friends and Family can make payments and purchase phone cards for inmates by calling 800-896-3201 to open an account and make a prepayment to Reliance Telephone or by going to [www.reliancetelephone.com](http://www.reliancetelephone.com) for more information.

Friends and Family may electronically deposit money into inmate accounts via [www.expressaccount.com](http://www.expressaccount.com) or by mail to Carlton County Jail P.O. Box 530 Carlton, MN 55718. We do not take personal checks. Please see inmate handbook on our website for more information.

**Bail/Bond procedures:** Call the Jail 218-384-4560 to make an appointment prior to coming to the jail if you are going to be posting bond/bail for an individual incarcerated here.

**Minnesota Sixth Judicial District Court 218-384-9578**—we will be staffing for Court security during this time. The Courthouse Building is closed and limited to appointment only. Please contact the respective County Office within the Courthouse that you are trying to reach.

- Access to the courthouse in Carlton will be limited to the parties in the case who are participating in the hearing, attorneys who represent those parties, any necessary court staff, and other individuals the presiding judge determines are necessary to conduct the hearing. Representatives of the media are permitted to attend hearings held in courtrooms, coordinated through the Judicial Branch Court Information Office ([courtinfo@courts.state.mn.us](mailto:courtinfo@courts.state.mn.us)) at least 24 hours before the time of the hearing.
- Efforts will be made to accommodate remote appearances for every scheduled hearing.
- For persons who have other business with the court, eFiling, U.S. Mail, and telephone access will be available. Court administration can be reached at the following numbers: Carlton County: 218-384-9578 or by email [6thdistrictcourts@courts.state.mn.us](mailto:6thdistrictcourts@courts.state.mn.us).

Please continue to access the following websites for general COVID-19 up to date and accurate information.

(State) Minnesota Department of Health - MDH: |  
<https://www.health.state.mn.us/diseases/coronavirus/index.html>

(National) Centers for Disease Control and Prevention - CDC: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

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